

lexia
Education Services
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Health and Safety Policy

Lexia Education Services Ltd
61d High Street
Nailsea
Bristol
BS48 1AW

Date of Implementation: 1st April 2021
Date of Review: 2nd September 2026 (reviewed annually)
Date of Next Review: 2nd September 2027

Policy Statement

As Lexia Education Services, we are committed to providing a healthy and safe environment for our staff members and students. Our staff adhere to a combination of our policies, procedures and training to provide and maintain a safe environment. Our policy outlines our approach to health and safety to ensure the well-being and protection of children, tutors, mentors and any other individuals associated.

Aim and Scope

The aim of our Health and Safety Policy is to outline the procedures and guidelines that should be followed to ensure the safety, well-being and health of our mentors, tutors and children receiving services through Lexia Education Services. We aim to highlight to our temporary workers, the different procedures for seeking out health and safety security, dependent on the setting or style of assignment through Lexia Education Services.

Related Policies and Procedures

- Lone working policy
- Transport + Outings Policy
- Safeguarding Policy

Related Legislation

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999

Definition

Health and safety in the workplace refer to the set of policies, practices, and measures put in place to ensure the physical, mental, and emotional well-being of employees while they are carrying out their job duties. The primary goal of workplace health and safety is to prevent accidents, injuries, and illnesses that can arise from work-related activities. It involves identifying potential hazards, assessing risks, and implementing strategies to mitigate those risks and create a safe and healthy working environment for employees.

Context

At Lexia Education Services, we have a legal duty to ensure the health, safety and welfare of employees while at work.

Temporary workers who are based from a school setting or alternative provision need to understand their settings unique health and safety policies procedures and associated steps. This information should be provided with the relevant documentation by the school / AP setting. This guidance is often known as the "Health and Safety Manual" or "Health and Safety Guidelines." These documents will provide our staff with detailed information and instructions regarding all health and safety procedures required. Our staff will adhere to the school's unique way to ensure a safe and healthy environment within the particular schools' premises. It will include emergency protocols, fire safety, first aid procedures, hazardous areas, evacuation plans and more, all specific to the school our staff are placed at. Schools should have well-documented emergency plans that outline procedures for various types of emergencies. By doing this, the staff member will be aware of how to prevent accidents, promote a secure learning environment, and respond effectively and efficiently in the case of an emergency. We always expect our staff to attend any optional training sessions, workshops, and drills which some schools may carry out. This hands-on approach will help reinforce our staffs understanding.

Our tuition staff each hold responsibility for achieving healthy and safe working conditions within their context. Tutors/mentors can take care of their health and safety and that of others by observing and adhering to the appropriate safety rules specific to their surroundings.

- Lexia and the tutor/mentors will obtain verbal consent from the parents/guardians to enter their home for tuition and clearly communicate with them the safety measures you plan to implement and ensure they are comfortable with your plan.

- Our tutors/mentors will always conduct a basic safety assessment of the tutoring area / child's home. They will identifying potential hazards and familiarise themselves with the layout of the child's home. They will use their professional judgment to determine the appropriateness of the tutoring environment. Taking into consideration potential hazards or health and safety risks, for example making sure that there is proper lighting and ventilation in the tutoring space, furniture and equipment are in good condition and stable. They will choose or adapt their tutoring activities accordingly. Applying appropriate measures to control and minimise risks, as reasonably practicable.

- Our staff will always maintain proper hygiene practices to ensure their own health and the child's health. This includes proper hand hygiene by washing their hands regularly, cancelling the session immediately if they are feeling unwell or displaying any symptoms of illness. Our tutors/mentors may also incorporate hygiene education their

tutoring/mentoring sessions. Teaching the student about the importance of handwashing, respiratory hygiene, and maintaining a clean environment.

- Our tutors/mentors will report all accidents or near-miss incidents no matter how minor or major directly to their consultant at Lexia Education Services. They will also report any health and safety / safeguarding concerns directly to the Designated Safeguarding and Child Protection Officer.

- Our tutors/mentors will always familiarize themselves with the layout of the child's home or workspace including exits, windows, and any potential hazards and discuss emergency procedures with the student, parents or guardians before starting the sessions.

Lone working, transporting children and educational outings.

Educational visits refer to off-site activities (i.e. not usual venue for tuition such as the CYP's home) which are part of agreed programmes or plans undertaken by Lexia tutors/mentors. Such activities would include visits to schools/colleges or education visits to venues such as libraries, theatres, museums by motorised vehicle, walking or public transport.

Lexia tutors/mentors must read and complete risk assessment documentation (e.g transporting children and educational visits) which relates to the steps they must take in order to ensure health and safety when fulfilling this role.

Risk assessment covers general activities which are of low risk, being undertaken at the convenience and discretion of the individual. It does not cover work with any hazardous machinery and/or substances, or the lifting/handling of loads that could cause injury, which should be subject to a specific risk assessment.

Transporting of children may only be considered, if Lexia have checked and verified the tutor's /mentor's valid business car insurance which covers them for transporting students.

Medication

The responsibility for students taking medicines as part of a course of treatment remains with the parents. The student should self-administer as staff are not permitted to administer medication to students. Staff must follow the agreed procedure on the pupil's individual risk assessment should they refuse to take their medication.

This will include having an appropriately labelled medication box from the pharmacy with dosage and time of taking clearly displayed. The exception to this would be the administration of a prescribed Epi Pen, or similar, when the student is suffering an allergic reaction.

First Aid

Tutors/mentors should endeavour to carry a suitable first aid kit with them when tutoring/mentoring in the wider community. Each pack will contain only first aid equipment and a list of contents. First aid items and boxes can be replenished, as necessary.

Staff should raise any equipment needs to the nominated First Aid lead.

If anyone should become ill or suffer injury because of an accident the procedures below should

be followed.

Following any accident, however slight, the accident book must be completed. The accident book is kept in the Lexia office, and an online form is available to alert the main office to an accident, incident or near miss. Accident and incident report forms are to be emailed to info@lexiaeducation.co.uk

First Aid Procedure

First aid should be rendered, but only as far as knowledge and skill permit. The casualty should be given all possible reassurances, and if necessary, removed from danger. Only authorised, trained First Aiders/Appointed Persons should administer any First Aid.

Transport to Hospital

If an ambulance is required, the emergency "999" service should be used. In all cases the pupil's consent form must be available immediately. Parents / carers must be informed immediately if tuition is not taking place in the home. It may be appropriate to transport a pupil to a casualty department without using the ambulance service, but it should be noted that this should always be on a voluntary basis.

If a pupil refuses to attend casualty, parents / carers must be informed immediately to decide the most appropriate course of action. No casualty should be allowed to travel to hospital unaccompanied.

Accident Reporting

In the event of any accident (however minor), incident or violent event, and involving employees or students the reporting form must be completed using the appropriate form and translated to the accident book by the management team. The affected person (or any person acting on behalf of the affected person) should complete and sign the appropriate form.

The original of the form will be retained in the accident file. All accidents will be reported and investigated for continuous learning opportunities and preventing further incidents or accidents occurring, and these investigations are in line with our safeguarding practices to ensure that we are fully compliant.

Medical Emergencies

At Lexia Education Services, ongoing training for basic first aid is available to prepare tutors/mentors in case of emergencies. We emphasize the importance of our tutors/mentors being aware of the child's medical conditions, allergies or needs. Tutors/mentors must always keep a list of emergency contacts, including parents/guardians and local emergency services.

Conclusion

Our health and safety policy is a vital framework that ensures the well-being of both our staff and their students. At Lexia Education Services, we always prioritise the physical, emotional, and environmental factors to ensure safety for all parties.
We commit to creating a learning environment that promotes growth and development while identifying all potential risks. Through open communication, risk assessments, and continuous improvement to our policies, we will provide a safe and enriching educational

experience for every child.

Fire Safety Policy and Practices

Designated Fire Safety Marshall

Thomas Deverson
tom@lexiaeducation.co.uk
0117 427 4267
07565182448

Our fire safety policy is designed to ensure preparedness and quick response in the event of a fire, both within our internal office (Lexia HQ) and at external locations such as students' homes and community venues where tutoring/mentoring sessions take place.

Fire Safety at Lexia HQ

- Our trained fire marshal is responsible for overseeing fire safety protocols and ensuring regular fire drills and equipment checks are completed.
- Emergency Exits: Staff must always be aware of the nearest emergency exits and ensure these pathways remain unobstructed.
- An annual fire safety risk assessment is completed by an external company Atlas, who will make important recommendations and conduct various checks to make the offices 'fire safe'. The organisation and its employees will read and adhere the recommendations and guidance within the risk assessment.
- Our fire safety risk assessment will be completed annually.

Fire Safety at Students' Homes

- Tutors/mentors visiting learners' homes will familiarize themselves with suitable exits before commencing their session. In case of an emergency, tutors /mentors will guide themselves and their learner calmly to the nearest safe exit.
- Tutors/mentors remain vigilant to any potential fire hazards within the home and address concerns with the family if necessary.

Fire Safety in Community Venues

- When using community venues for room hire or activities, tutors/mentors read and adhere to the venue's specific health and safety, including the fire safety protocol.
- If a tutor/mentor feels necessary, they will complete a risk assessment using Lexia's risk assessment template.

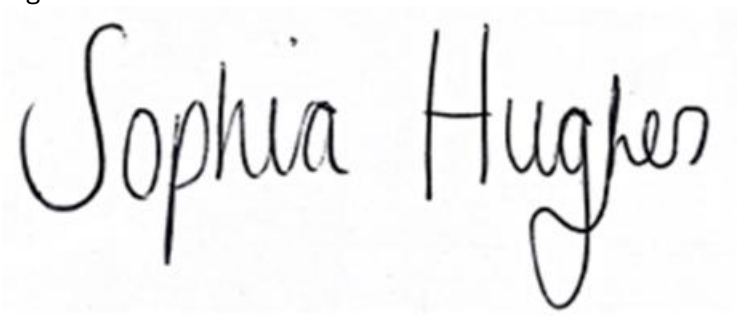
All Lexia staff are expected to take fire safety seriously and adhere to the guidelines outlined in this policy. This policy will be reviewed annually to ensure compliance with fire safety regulations and to reflect any changes in procedure or environment.

Review

Our Health and Safety Policy will be regularly reviewed and updated based on feedback from tutors and mentors to ensure its effectiveness and relevance. Any necessary updates will be made to reflect changes in regulations or circumstances.

By following this Health and Safety Policy, Lexia Education Services aims to provide a safe and conducive environment for effective and productive 1-1 tutoring/mentor sessions in the homes of children and mentoring within schools.

Signature



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